

February 14, 2002

DIRECTOR'S MEMORANDUM NO. 14-02

MEMORANDUM FOR: REGIONAL ADMINISTRATORS AND DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING

FROM: STANLEY A. SEIDEL **[Signed]**
Director, Operations and Programs

SUBJECT: Availability of Veterans' Preference Resource Materials On-Line
for Use of VETS Field Investigative Staff

PURPOSE: To provide readily accessible sources of veterans' preference training materials to the Veterans' Employment and Training Service (VETS) field investigative staff.

BACKGROUND: VETS, with assistance from the National Veterans' Training Institute (NVTI), developed a Veterans' Preference Investigators' Course that includes a resource manual entitled "The Federal Hiring Process" for use by VETS investigative staff as part of the curriculum. This manual is revised as statutes and regulations are updated. Many of our investigators last attended this course in 1999 and may desire updated reference materials for use while conducting veterans' preference investigations.

GUIDANCE: VETS, with assistance from NVTI, has developed a website for this purpose at, http://www.nvti.cudenver.edu/new/training/Class_Materials/Class_Materials.htm (note: the space between Class and Materials in the URL is an underlined blank space) where VETS field investigators have access to the above manual to utilize as a ready resource of refresher information by clicking on the "Federal Hiring Process" button under "VEOA". Additionally, the Office of Personnel Management (OPM) has two manuals available on-line called, "Qualification Standards for General Schedule Positions", available on their website at, <http://www.opm.gov/qualifications/index.htm> and, "The Guide to Processing Personnel Actions", available on their website at, <http://www.opm.gov/feddata/gppa/gppa.htm> that may also be used as resources by investigators when conducting veterans' preference investigations.

ACTION: Regional Administrators ensure that all assigned investigative staff are aware of the guidance in this DM.

INQUIRIES: Any questions concerning this DM should be directed to Pat Harvey at (202) 693-4728 or e-mail at harvey-patrick@dol.gov.

Expiration date: None